Classification

REPORTS INVENTORY

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140022-8

CONTROL NO. DDS/OTR-7/CTP- 7

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

OTR Reports Inventory Report

2. TYPE OF REPORT: xx STATISTICAL; NARRATIVE; MACHINE-NAME LISTING

3. FUNCTIONAL AREA: PERSONNEL; TRAINING; xx ADMIN. GENERAL; LOGISTICS; SECURITY; OTHER (specify); MEDICAL; FINANCE

4. NO. OF COPIES PREPARED: 2

5. FREQUENCY (weekly, monthly, quarterly, etc.): Annually

6. DISTRIBUTION (No. of components not number of copies): one

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING: YES; xx NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: Presidential Directive

10. PREPARING COMPONENT (include lowest level contributing information to report): CTP

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-16	$14.50		1		$14.50		1		$14.50
GS-09	5.70		4		22.80		1		22.80